

DCI/IC-74-290

MEMORANDUM FOR: Staff and Division Chiefs
USIB/IRAC
IHC/USIB

SUBJECT: ICS Planning Conference

1. The office planning session [] has been formally scheduled on 27 and 28 September. (If it becomes necessary to postpone this session, a later date in the fall will be selected.) A list of attendees is attached. The purpose of the session is to define our objectives and examine the current focus of Staff activities as they relate to these, consider new initiatives and propose a future course of work. This should also provide each attendee an opportunity to candidly share his views on priorities and introduce new thoughts for [] consideration.

2. The time is short to develop an instructive agenda. Attached also is my first cut at a proposed agenda but I need further inputs from each Division before going forward to [] STA

3. For starters, prior to the conference, by 23 September, each Division Chief is requested to prepare and submit to [] a "think piece" addressing: STA

- a. The Division's work plan with milestones as they tie to DCI commitments already made;
- b. New initiatives within his area of responsibility;
- c. Any special issues.

AT The intent is to provide these to all conference attendees to be studied before the conference and from which discussions can take place. In this context, a thoughtful piece with office-wide focus has been prepared by [] and will be included with selected other background reading to be provided to you no later than 25 September.

4. Per our coverage at Staff Meeting this morning, [] suggests that one agenda item address the implications of the so-called 23 items identified in the DCI Perspectives. [] prepared a paper tentatively proposing Community entities who might have primary responsibility on these items and this was furnished to you under a covering memo from General Graham dated 27 August. [] feels that the guideline items are the DCI Perspectives for things to be done. Our IC task is to be familiar with Community responsiveness in a post-audit sense only - not as task master. The IC focus for steady state work builds around the DCI Objectives and to a lesser degree the KIQs, not the Perspectives per se.

5. [] has also asked that I serve as action officer for this conference. I can be reached on [] and will be directly in touch with each addressee in the course of the next few days.



Attachments: List of Attendees
Proposed Agenda

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Approved For Release 2004/03/23 : CIA-RDP80M01082A000700190009-0

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Approved For Release 2004/03/23 : CIA-RDP80M01082A000700190009-0